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# Gateway User Guide

## Form 2 Estimate of Miscellaneous Revenues

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## Getting Ready

Form 2 collects estimated revenue from sources other than property tax. The form divides revenue into the amount expected to be collected between July 1 and December 31 of the year prior to the budgeted year and the amount expected to be collected between January 1 and December 31 of the budgeted year.

## Accessing Form 2

First, navigate to the Unit Main Menu by selecting the unit and then clicking “View Forms, Enter and Edit Budgets.”

**Department of Local Government Finance Tasks**

 **Customize Funds, Departments, Debts, Rev. Codes**  
View and edit lists of funds, depts., debts by fund and rev. codes.

  **View Forms, Enter and Edit Budgets**  
View, edit and submit Forms to DLGF.

 **County Council Review Worksheet**  
View and edit the County Council Review Worksheet for the selected unit.

 **Submit Proof of Publication and Signed Form 4**  
View, upload and submit budget-related documents to DLGF.



From the Budget Form Menu, select “Form 2: Estimate of Miscellaneous Revenues” and notice the menu expand beneath Form 2. Then click on the link on the left side of the Form 2 box that says “Click to edit form.”


**Current Year Financial Worksheet: Additional Calculations for Form 4B**

**Debt Worksheet**

**Form 1: Budget Estimate**

**Form 2: Estimate of Miscellaneous Revenues**

  [Click to edit form](#)

 Not 'Ready to Submit'.

**Form 3: Notice to Taxpayers**

**Form 4: Ordinance for Appropriations and Tax Rates**

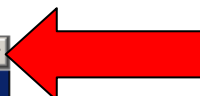
**Form 4A: Budget Report**

Form 2 is navigated through a drop down menu that will allow users to select from their established funds.

Select Fund:

0061 - RAINY DAY

0061 - RAINY DAY  
0101 - GENERAL  
0708 - MOTOR VEHICLE HIGHWAY  
1111 - FIRE



Select Category Tab

If the unit has previously completed a budget in Gateway the funds and standard receipt/revenue codes carry over from the previous year.

Select Category Tab

		Taxes And Intergovernmental	Licenses And Permits	Charges For Services	Fines, Forfeitures, And Fees	Other Receipts
Revenue Code	Description	July 1 to Dec 31, 2014	Jan 1 to Dec 31, 2015			
R104	County Option Income Tax (COIT)	\$	\$			
R110	Casino/Riverboat Distribution	\$	\$			
R112	Financial Institution Tax distribution	\$	\$			
R114	Motor Vehicle/Aircraft Excise Tax Distribution	\$	\$			
R128	Inheritance Tax	\$	\$			
R129	Federal and State Grants and Distributions - Highways and Streets	\$	\$			
R135	Commercial Vehicle Excise Tax Distribution (CVET)	\$	\$			
TOTALS BY CATEGORY		Total: \$ 0		Total: \$ 0		
TOTALS BY FUND		Total: \$ 0		Total: \$ 0		
TOTALS BY UNIT		Total: \$ 0		Total: \$ 0		
<div>  SAVE </div>						

## Ensuring All Needed Revenues Appear

The availability of Form 2 is based upon the funds added to the unit. To ensure that the proper number of forms is available, please be sure that all necessary funds have been added. For additional assistance, please see the *Adding, Deleting, and Connecting Funds and Departments user guide*.

All units that completed a budget in Gateway last year should notice their standard revenues codes have carried over to the current year's Form 2. If you notice a revenue code that was not carried over, it will need to be added under the Customizing Revenue Codes section of this guide. For your convenience, a list of revenue codes is available at [www.in.gov/dlgr/files/DLGF\\_Receipt\\_Codes\\_Crosswalk.xlsx](http://www.in.gov/dlgr/files/DLGF_Receipt_Codes_Crosswalk.xlsx).

## Entering Data on Form 2

Revenues are organized into separate categories. For each revenue, Form 2 collects four pieces of information: (1) Revenue Code, (2) Description, (3) July 1 to December 31, 2014 amounts, and (4) January 1 to December 31, 2015 amounts.

Taxes And Intergovernmental		Licenses And Permits	Charges For Services	Fines, Forfeitures, And Fees	Other Receipts
Revenue Code ⓘ	Description	July 1 to Dec 31, 2014 ⓘ	Jan 1 to Dec 31, 2015 ⓘ		

The **Revenue Category** field simply organizes revenues into six separate categories or three separate categories for schools. These are selected by the blue tabs at the top of the form.

The **Revenue Code** is a number used to identify the type of revenue. This comes from a list provided by the Department. Please visit Customize Revenue section of this user guide to add or delete revenue types.

The **Description** field will be populated when a revenue is added. This is a pre-populated description of the revenue code entered.

The **July 1 to December 31, 2014** amounts are the amounts expected to be received in the second half of the calendar year before the upcoming budget year.

The **January 1 to December 31, 2015** amounts are the amounts expected to be received in the upcoming budget year.

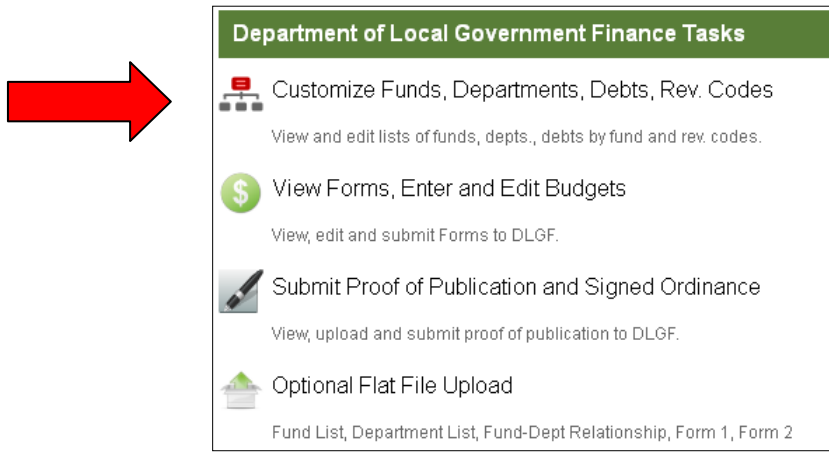
### Entering Amounts on an Existing Revenue Code

Entering amounts on an existing revenue code is simple. First, select the desired category tab, type in the amounts and click the “Save” button at the bottom right-hand side of the page.

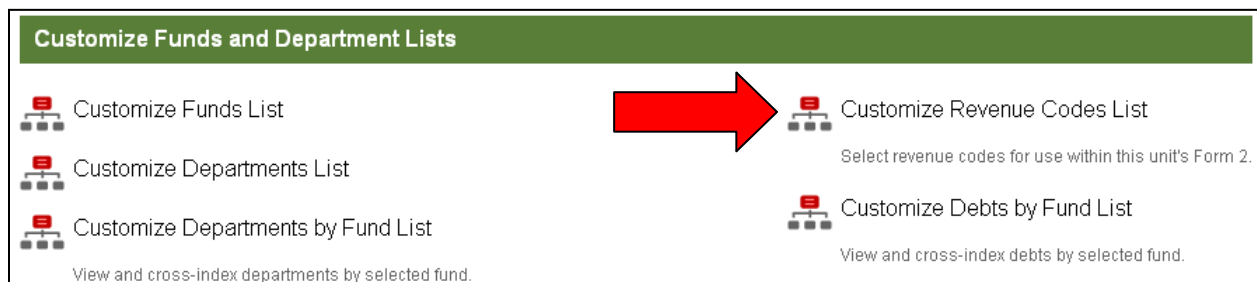
Taxes And Intergovernmental		Licenses And Permits	Charges For Services	Fines, Forfeitures, And Fees	Other Receipts
Revenue Code ⓘ	Description	July 1 to Dec 31, 2013 ⓘ	Jan 1 to Dec 31, 2014 ⓘ		
R102	County Adjusted Gross Income Tax (CAGIT) Certified Shares	50000	\$ 100000		
R104	County Option Income Tax (COIT)	\$ 20000	\$ 40000		
R108	Other Taxes	\$ 10000	\$ 20000		
TOTALS BY CATEGORY		Total: \$ 0	Total: \$ 0		
TOTALS BY FUND		Total: \$ 0	Total: \$ 0		
TOTALS BY UNIT		Total: \$ 0	Total: \$ 0		
					

## Customizing Revenue Codes

If a budget was completed last year, standard revenue/receipt codes will carry over to the current year. However, review the revenue codes to make sure they are all properly listed. The ability to add custom revenue codes has been removed to facilitate timely budget review, and only the listed standard revenue codes will be used. The addition and deletion of revenue codes can be done under the Customize Revenue Codes List page. To access this page, first select “Customize Funds, Departments, Debts, Rev. Codes” on the Unit Main Menu.



Next, select the “Customize Revenue Codes List.”



## Adding a Revenue Code

The following Customize Revenue Codes Lists to Funds page can be used to add any revenue codes that did not automatically rollover into the 2015 Budget forms.

## Customized Revenue Codes Lists to Funds

		Taxes And Intergovernmental	Licenses And Permits	Charges For Services	Fines, Forfeitures, And Fees	Other Receipts
<div> <b>ADD REVENUE CODE TO SELECTED CATEGORY</b> </div>						
Delete	Specify Funds	Revenue Code and Description		Funds Receiving Revenue		
		R102 - County Adjusted Gross Income Tax (CAGIT) Certified Shares		<div>0005 - CASINO/RIVERBOAT</div> <div>0101 - GENERAL</div>		
		R104 - County Option Income Tax (COIT)		<div>0005 - CASINO/RIVERBOAT</div> <div>0101 - GENERAL</div>		
		R108 - Other Taxes		<div>0005 - CASINO/RIVERBOAT</div> <div>0101 - GENERAL</div>		

To add a revenue, first select the appropriate revenue classification by clicking on the corresponding blue tab at the top of the page.

## Customized Revenue Codes Lists to Funds

		Taxes And Intergovernmental	Licenses And Permits	Charges For Services	Fines, Forfeitures, And Fees	Other Receipts
<div> <b>ADD REVENUE CODE TO SELECTED CATEGORY</b> </div>						

Once the desired category is selected, click on the “+ Add Revenue Code to Selected Category.” From here there is the option of adding a revenue code from the selected category. Please note that schools will continue to use the revenue code list as prescribed by the Department of Education.

### Add Revenue Code to Selected Category Tab

1. Select Revenue Code from list:

R406 - Street Maintenance and Other Transportation Fees

2. Associate the selected Revenue Code with available funds:

☐ Check/Uncheck All

☐ 0005 - CASINO/RIVERBOAT  
☐ 0101 - GENERAL  
☐ 0283 - LEASE RENTAL PAYMENT  
☐ 0341 - FIRE PENSION  
☐ 0342 - POLICE PENSION

Cancel

Update Record

Click the drop down menu underneath, “1. Select Revenue Code from list.” This brings up a menu of all of the revenue codes associated with the specific unit type and selected category.

**Add Revenue Code to Selected Category Tab**

1. Select Revenue Code from list:

R406 - Street Maintenance and Other Transportation Fees

R407 - 911 Telephone Service

R408 - Emergency Medical Services Fees

R409 - Document and Copy Fees

R410 - Fire Protection Contracts and Service Fees

R411 - Park and Recreation Receipts

R412 - Parking Receipts

R413 - Rental of Property

R414 - Federal, State, and Local Reimbursement for Services

R416 - Garbage/Trash Collection and Landfill Charges

R417 - Airport Receipts

R418 - Cemetery Receipts

R419 - Storm Water Fees

R420 - Sewage Fees

R423 - Other Charges for Services, Sales, and Fees

R425 - Police Protection Contracts and Service Fees

Cancel Update Record

After selecting the revenue code to add, it must be associated with one or more of the available funds.

In the third section, select which funds to associate the revenue with and select “Update Record” to add the revenue.

**Add Revenue Code to Selected Category Tab**

1. Select Revenue Code from list:

R411 - Park and Recreation Receipts

2. Associate the selected Revenue Code with available funds:

☐ Check/Uncheck All

☐ 0706 - LOCAL ROAD & STREET

☐ 0708 - MOTOR VEHICLE HIGHWAY

☒ 1303 - PARK

☐ 2379 - CUMULATIVE CAPITAL IMP (CIG TAX)

☐ 2380 - CAPITAL IMPROVEMENT BOND

Cancel Update Record



Notice below the revenue code was added successfully. The blue box to the right shows which funds are receiving funds from the added revenue.

		Taxes And Intergovernmental	Licenses And Permits	Charges For Services	Fines, Forfeitures, And Fees	Other Receipts
+ ADD REVENUE CODE TO SELECTED CATEGORY						
Delete	Specify Funds	Revenue Code and Description		Funds Receiving Revenue		
		R411 - Park and Recreation Receipts		1303 - PARK		

## Deleting a Revenue Code

If you would like to delete an existing revenue code, select the red “X” on the far left of the page next to the revenue code you wish to delete.

		Taxes And Intergovernmental	Licenses And Permits	Charges For Services	Fines, Forfeitures, And Fees	Other Receipts
+ ADD REVENUE CODE TO SELECTED CATEGORY						
Delete	Specify Funds	Revenue Code and Description		Funds Receiving Revenue		
		R102 - County Adjusted Gross Income Tax (CAGIT) Certified Shares		0005 - CASINO/RIVERBOAT 0101 - GENERAL		
		R104 - County Option Income Tax (COIT)		0005 - CASINO/RIVERBOAT 0101 - GENERAL		

After clicking on the delete button, a window will appear warning that any amounts entered in the selected revenue code will be deleted. Select “Confirm Delete” to continue. Doing so will delete a single revenue code.

Permits	Services	Fees	Penalties
<p><b>⚠ Delete All Revenue Code Line Items</b></p> <p>Are you sure you want to delete all of the line items for the following revenue code?</p> <p><b>R102 - County Adjusted Gross Income Tax (CAGIT) Certified Shares</b></p> <p>Data entered on Form 2 may be lost.</p> <p> <input type="button" value="Cancel Delete"/> <input type="button" value="Confirm Delete"/> </p>			

## Signing the Form Electronically

At the bottom of Form 2, there is a box for the user to place an electronic signature on the form. Only the user with submission rights will see the signature box.


**Form Signature**


NAME

TITLE

SIGNATURE/PIN

DATE



 **SIGN AND DATE FORM**

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

The signature box will be invisible to users with edit or read-only rights.

To sign the form, first type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN code has been sent to the person with submission rights via email. You may contact the DLGF at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) or at (317) 232-3777 in the event that you have lost or not received a PIN code. Once you select "Sign and Date Form", the today's date will automatically populate the date field.


**Form Signature**

NAME

TITLE

SIGNATURE/PIN

DATE



Form signature values saved at 02:54 PM and 58 seconds.

 **SIGN AND DATE FORM**



Once you see the red text stating "Form signature values saved," you have successfully signed Form 2.

## Marking the Form "Ready to Submit"

At the bottom of Form 2 and all other forms there are "Ready to Submit" status boxes. Before the form is complete there is a grey box that is titled "Not Ready to Submit."


The budget forms have a feature built in called validation. This does not allow the form to be marked as Ready to Submit, or be submitted until the required fields are completed. Validation will help prevent some commonly found errors in previous years. Upon closer review, you will notice the box states,

*“You will be able to mark this form as 'Ready to Submit' once amounts have been entered in both 'July 1 to Dec. 31, 2014' and 'Jan. 1 to Dec. 31, 2015' columns and the form has been signed with a valid four-digit PIN.”*

 Not Ready To Submit 


You will be able to mark this form as 'Ready to Submit' once amounts have been entered in both 'July 1 to Dec 31, 2014' and 'Jan 1 to Dec 31, 2015' columns and the form has been signed with a valid four-digit PIN.

Once information has been entered in the “July 1 to December 31, 2014” and “January 1 to December 31, 2015” columns, and you have signed the form with your PIN, the yellow Ready to Submit option will appear. This gives users the ability to mark the form as ready to submit by clicking on the check box. Do not check this box until all the line items, published, and adopted amounts columns are entered.

☐ Ready to Submit 


This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.


Once this box is checked, the box will turn green and the form will now be marked as Ready to Submit. Form 2 will still be editable until it is submitted.


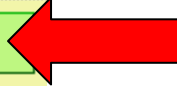
☒ Ready to Submit 

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.


Note that after Form 2 has been marked as Ready to Submit, Form 2 under the Budget Form Menu now shows a green submit option.

**Form 2: Estimate of Miscellaneous Revenues** 

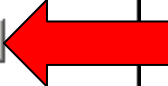
 [Click to edit form](#)

 [Click to submit completed form to DLGF](#) 

If Form 2 is complete and no further changes will be needed, click on the green “Click to submit completed form to DLGF” button. A pop-up box appears asking if you are sure you want to submit this form. If you are ready to submit, simply press “OK.”



Are you sure you want to  
submit this form?



As noted below, Form 2 on the Budget Form Menu will now appear green and will now only have the option to view the form as “read only.”

A form may no longer be edited once it has been submitted. If a form has been submitted by mistake, please contact the Department at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) or at (317) 232-3777.

## Viewing and Printing the Form

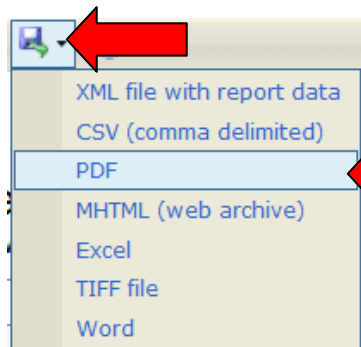
At any point, Form 2 can be printed directly from Gateway. Click the button at the top-left corner of the form that reads, “Click Here for Print/Viewing Options.” From here, the user has the option to print the currently selected funds or all funds. Please select one.

Once the page appears in a new window, click on the save icon in the middle of the top of the page to view the export options.

## Budget Form 2 - Estimate of Miscellaneous Revenue

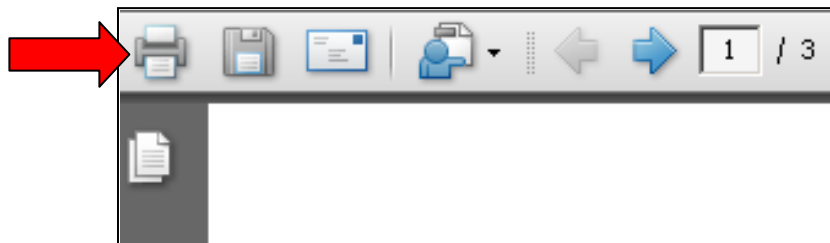
Year: 2013 County: Adams Unit: 0001 - Blue Creek Township

Fund	Revenue Code	Revenue Name	July 1 - December 31, 2012	January 1 -
0101 - GENERAL	R114	Motor Vehicle/Aircraft Excise Tax Distribution	\$200	
0101 - GENERAL	R135	Commercial Vehicle Excise Tax Distribution (CVET)	\$31	
0101 - GENERAL	R902	Earnings on Investments and Deposits	\$10	
GENERAL			\$241	
1111 - FIRE	R104	County Option Income Tax (COIT)	\$1,853	
1111 - FIRE	R114	Motor Vehicle/Aircraft Excise Tax Distribution	\$66	



From the list of export options, Form 2 may be exported into a PDF, Word, Excel, or many other different file types. This allows for personalization on how the data is displayed.

To quickly and easily print off the form, click on PDF and then click the print icon.



Congratulations! You have successfully submitted Form 2. Please see our other user guides for assistance with other forms. If you have any questions, please contact the Department at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) or at (317) 232-3777.